



DEPARTMENT OF WATER RESOURCES  
EXAMINATION ANNOUNCEMENT



The Department of Water Resources offers Equal Opportunity for all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

SENIOR ACCOUNTING OFFICER (SUPERVISOR)  
DEPARTMENTAL PROMOTIONAL

FINAL FILING DATE	July 9, 2012
	Application forms (STD 678 Rev. 6/2010) must be <b>postmarked</b> or submitted in person no later than the final filing date. Applications postmarked, or personally delivered after the final filing date <b>will not be accepted for any reason</b> . FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.
WHO SHOULD APPLY	Applicants must have a permanent civil service appointment with the Department of Water Resources as of the final filing date, <b>July 9, 2012</b> .  Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.
HOW TO APPLY	You must submit Examination Application (Form STD 678 Rev. 06/2010) by the final filing date, <b>July 9, 2012</b> .  <u>Submit the completed Examination Application Form by mail or in person.</u>  <b>MAILING ADDRESS:</b> Department of Water Resources P.O. Box 942836 Sacramento, CA 94236-0001  <b>OR</b>  <b>SUBMIT IN PERSON:</b> Department of Water Resources 1416 9th Street, Room 320 Sacramento, CA 95814  <b>DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF WATER RESOURCES' FIELD OFFICES.</b> Applications are available at Department of Water Resources' (DWR) offices, the DWR website: <a href="http://www.water.ca.gov/jobs/currentexams.cfm">www.water.ca.gov/jobs/currentexams.cfm</a> local office of the Employment Development Department, the State Personnel Board (SPB), and the SPB website: <a href="http://www.jobs.ca.gov">www.jobs.ca.gov</a> .
IDENTIFICATION REQUIRED	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the "Application for Examination". You will be contacted to make specific arrangements.
SALARY RANGE	<b>\$4622 - \$5576</b>
ELIGIBLE LIST INFORMATION	A departmental promotional eligible list will be established statewide for the Department of Water Resources. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
EXAMINATION DATE	The entire examination will consist of a Qualification Appraisal Panel Interview. It is anticipated that the Qualification Appraisal Panel Interview will be held in July / August.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINION	<b>NOTE:</b> All applicants must meet the minimum qualifications for this examination by the final filing date, <b>July 9, 2012</b> .  Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as " <b>Either</b> " I, " <b>or</b> " II, " <b>or</b> " III, <b>etc.</b> For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to <b>50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</b>  <b>Either I</b> One year of experience in the California state service performing the duties of a professional accounting class equivalent in level to Accounting Officer (Supervisor) or Accounting Officer (Specialist).  <b>Or II</b> <b>Experience:</b> Three years of increasingly responsible professional accounting or auditing experience. For at least one year, this responsibility must have been at a level equivalent to supervising a staff in the operation of a small or medium sized accounting system. [Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Accounting Officer (Supervisor) . ] <b>and</b>  <b>Either I</b> <b>Education:</b> Equivalent to graduation from college, with specialization in accounting. (Registration as a Senior Student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)  <b>Or II</b> Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting and business law.  <b>Or III</b> Completion of the equivalent of 19 semester hours of course work; 16 hours of which shall be professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.  (Persons who will complete work requirements outlined under II and III above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**POSITION DESCRIPTION** A Senior Accounting Officer (Supervisor) is the second supervisory level in the series. Incumbents, under general direction, are responsible for the coordination and supervision of subordinate professional, technical and clerical accounting staff in the maintenance and reporting of accounting and/or fiscal activities, and either:

1. Functions as the Chief Accounting Officer in a small accounting office with responsibility for the entire fiscal or accounting function, or
2. Functions as a sectional supervisor in an operational and/or financial setting.

Incumbents are expected to possess a broad knowledge of the State's accounting system and professional accounting and thus receive limited technical direction from their manager. They may have considerable contact with field units, EDP, budget section, auditors, program managers, control agencies, vendors "clients" of specialized programs administered by the department, local and/or Federal Government.

*Positions exist in Sacramento with the Department of Water Resources.*

**CROSS FILING INFORMATION** If you meet the entrance requirements for this classification and for the Senior Accounting Officer (Specialist) scheduled with the same final filing date, you may file for both examinations on a single application.

**EXAMINATION INFORMATION** This examination will consist of a **Qualifications Appraisal Interview**. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**SCOPE OF EXAMINATION** **Qualifications Appraisal Interview – Weighted 100.00%**

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

**A. Knowledge of:**

1. Accounting principles and procedures.
2. Governmental accounting and budgeting.
3. The uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations.
4. Principles of business management, including office methods and procedures.
5. Principles of public finance.
6. Business Law.
7. Principles and techniques of personnel management and supervision.
8. Planning, organizing, and directing the work of others.
9. The department's Equal Employment Opportunity Program objectives.
10. A manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.

**B. Ability to:**

1. Apply accounting principles and procedures.
2. Analyze data and draw sound conclusions.
3. Analyze situations accurately and adopt an effective course of action.
4. Prepare clear, complete, and concise reports.
5. Make sound decisions and recommendations in regard to the professional accounting problems maintaining control of a departmental budget.
6. Establish and maintain cooperative relations with those contacted in the work.
7. Communicate effectively.
8. Plan, organize, and direct the work of others.
9. Effectively contribute to the Department's Equal Employment Opportunity objectives.

**VETERANS PREFERENCE** **Veterans Preference Credit** will not be granted.

**SPECIAL PERSONAL CHARACTERISTIC** Ability to qualify for a fidelity bond.

**GENERAL INFORMATION**

**The Department of Water Resources** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Applications** are available at Department of Water Resources' (DWR) offices, the DWR website: [www.water.ca.gov/jobs/currentexams.cfm](http://www.water.ca.gov/jobs/currentexams.cfm), local office of the Employment Development Department, the State Personnel Board (SPB), and the SPB website: [www.jobs.ca.gov/jobs](http://www.jobs.ca.gov/jobs).

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

**For any examination** without a written feature it is the candidate's responsibility to contact the Selection Services Section of the Department of Water Resources, (916) 653-4838 three weeks after the final filing date if he/she has not received a progress notice.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices

**TDD** is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. **California Relay Telephone Service** for the Deaf or hearing impaired: From TDD phones: 1-800-735-2929; From Voice phones: 1-800-735-2922.

**For information** regarding this examination, please contact Laura Franco at (916) 653-5803.